



**TOWN OF CARDSTON
IN THE PROVINCE OF ALBERTA**

BYLAW 1651

**CHIEF ADMINISTRATIVE OFFICER
APPOINTMENT BYLAW**

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CAO APPOINTMENT BYLAW

A BYLAW OF THE TOWN OF CARDSTON, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT POSITION.

Whereas, the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws for the purpose of establishing the position of Chief Administrative Officer; and

Whereas, the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any or all of its executive and administrative duties and powers and functions;

Now therefore, the Council of the Town of Cardston, in the Province of Alberta, duly assembled, enacts as follows:

PART I – TITLE AND DEFINITIONS

TITLE

- 1) This bylaw shall be known as the “CAO Appointment Bylaw”.

DEFINITIONS

- 2) For the Purposes of this Bylaw:
 - (a) “*Act*” means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments.
 - (b) “*Chief Administrative Officer or CAO*” means the person appointed to the position of Chief Administrative Officer by Council.
 - (c) “*Council*” means the Council of the Town of Cardston.

PART II – APPOINTMENT, RESPONSIBILITIES, AND DUTIES

APPOINTMENT TERMS AND CONDITIONS

3)

- (a) Council hereby establishes the position of Chief Administrative Officer.
- (b) Council shall, by resolution, appoint an individual to the position of Chief Administrative Officer.
- (c) Except for the purpose of an official inquiry, the Council shall deal with the administration and the control thereof solely through the CAO.

RESPONSIBILITIES

- 4)** The CAO's responsibilities shall be in accordance with Section 207 of the Act.

ADMINISTRATIVE DUTIES

5)

- (a) The CAO must ensure that all powers, duties and functions are performed in accordance with Section 208 of the Act and any other enactment.
- (b) In order to carry out the responsibilities of the position, the CAO has the authority, subject to any bylaw or approved policy of Council, to:
 - i. hire, dismiss, promote, demote, reward or discipline any municipal employee;
 - ii. implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the municipality. If a major organizational change is effected, the CAO shall report such a change to the Town Council for a motion of approval;
 - iii. be present, or have a delegate present, at any meeting of council or committee of council;
 - iv. in the case of an emergency, incur any expenditure not previously approved by council provided a detailed report on such expenditure

and its need is presented to the next meeting of council;

- v. negotiate contracts, agreements and transactions required for the effective operation of the municipality and to recommend the approval of such to Council where required as per the current purchasing policy;
- vi. conclude contracts on behalf of the municipality to a financial limit established by policy or resolution;
- vii. sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality; and
- viii. take such other actions as necessary to carry out the responsibilities and duties assigned by council; and
- ix. carry out the powers, duties, and functions of a designated officer under the Act or any other enactments or bylaws; and
- x. sign agreements and other negotiable instruments without a co-signature of the Chief Elected Official.

(c) In accordance with Section 209 of the Act, delegate any of the CAO's powers, duties or functions under the Act, or any other enactment or bylaw to a Designated Officer or an employee of the municipality.

PART III – GENERAL

SEVERABILITY

- 6) If at any time any provision of this bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

REPEAL

- 7) Bylaw #1630 and amendments thereto, constituting the Chief Administrative Officer Bylaw, are hereby repealed.

EFFECTIVE DATE

- 8) This Bylaw shall come in force upon the date of its third and final reading.

Received First Reading this 14th day of June, 2016.

Received Second Reading this 14th day of June, 2016.

Received Third & Final Reading this 14th day of June, 2016.

Signed by the Mayor and the Chief Administrative Officer this 15th day of June, 2016.

TOWN OF CARDSTON

MAYOR

CHIEF ADMINISTRATIVE OFFICER

